

INDEX OF PAPERS SUBMITTED TO
DEPUTY DIRECTOR

NO.	TOPIC	DATE	MANAGEMENT ACTION
1	Quality Step Increase Program	14 Sep 73	DDM&S <u>disagreed</u> with recommend.
2	Review of Agency Regulatory System with Primary Emphasis on Recommendations to Expedite Publications of Agency Regulations	19 Sep 73	Recommendation <u>not</u> adopted.
3	DDM&S Control of M&S Positions and Personnel	15 Oct 73	<u>Dropped</u> due to negative response from Directorates
4	MANAGEMENT BRIEFS 1 THRU 8 1-Agency Space Problem 2-Tube System Use 3-Fire Drills 4-Inter-Office Envelopes 5-Commuter Service 6-Expand CIA Displays 7-Office Name Changes 8-Office-wide Meetings	9 Nov 73	None - recommendation not feasible ? None - a non-problem ? Parking reallocation overtook problem None - security & image problems * DDM&S <u>agreed</u> ; OF format suggested 7/74
5	Establishment of a Secretarial and Clerical Career Service	9 Nov 73	*
6	Brief No. 9: Employee Information on CIA Letterhead	20 Dec 73	Unclassified info of general nature <u>is being</u> published on sterile paper
7	Brief No. 10: VIP Unit Price	20 Dec 73	Unit price <u>being posted</u> on official bulletin board
8	State of the Directorate Meeting Items	4 Mar 74	Suggested topics discussed
9	Used Book Sale (EAA book exchange)	28 Mar 74	Counter recom. fm M&S that MSAG operate bazaar. <u>Dropped</u> by MSAG
10	Publicizing of Promotions and QSIs	28 Mar 74	M&S was to discuss with office heads
11	Agency Classified Bulletin Board ("Did you Know" suggestion)	28 Mar 74	*
12	Redundancy and/or Excessive Distribution of Computer Printouts	74	?
13	Procedure for Answering Agency Telephone	10 Jun 74	?
14	Dress Code	28 Jun 74	Informally passed on to Office heads by DD
15	Applicant Processing Procedures	31 Jul 74	* Forwarded to OP for response
16	Orientation for spouses of New Employees	18 Sep 74	*

<u>NO.</u>	<u>TOPIC</u>	<u>DATE</u>	<u>MANAGEMENT ACTION</u>
17	Washroom Facilities for Visitors	25 Sep 74	*
18	External Training	27 Sep 74	*
19	The Report on "An Introduction to Drugs of Abuse"	8 Oct 74	*